

Unemployment Insurance Benefits and Disaster Unemployment Assistance

This sheet will provide you with the steps you need to take to see if you are eligible to collect either State Unemployment Insurance Benefits (UI) or Federal Disaster Unemployment Assistance (DUA).

How do I know if I qualify for state unemployment benefits? Based on the information in your application, the Department of Workforce Development is responsible for determining if you are out of work through no fault of your own.

How do I file for UI or federal DUA? The first step is to file a claim for benefits either via the state's online filing system at www.in.gov/dwd (on the upper right side of the web page—"filing for unemployment", then [click here to access Uplink Claimant Self Service](#)) or visit your nearest WorkOne office for assistance in filing. You can also visit your nearest library to access the Web site. You will need to set-up an account to file a claim for UI or DUA.

How do I know if I qualify for federal DUA? First, the federal government must certify your affected area as a federal disaster area. If your application for UI is declined, the Department of Workforce Development will evaluate your claim for DUA eligibility. If you meet one or more of the following requirements, you should also fill out the necessary forms online to see if you are eligible for DUA.

- you are unable to reach your employer due to the federally declared disaster;
- you cannot work due to an injury as a result of the federally declared disaster;
- you are self-employed (i.e. farming, business or professional) and your work cannot be performed due to the federally declared disaster (please fill out the "Supplemental Application for DUA" form); or
- you have become the breadwinner for the household because the head of household has died or become incapacitated (If you became a breadwinner due to the death of a self-employed individual, you are considered an unemployed worker for DUA purposes).

What do I do after I file my initial claim? For each week you remain unemployed, you will need to file a weekly voucher showing that you remain unemployed and are looking for work to collect your payments for UI or DUA. The weekly vouchers and the initial application are two separate forms.

How do I file my weekly vouchers for UI or DUA? You can file your weekly vouchers for UI via the online claims system by logging into your account and filing online. To file your weekly voucher for DUA, you will need to fill out the form named “Weekly Request for Assistance.” You can receive this form from a WorkOne office or via the Department’s Web site. This form should be faxed to 317-233-1670 or please mail the form to the following address:

Indiana Department of Workforce Development
10 North Senate Avenue, RM SE 302
Indianapolis, Indiana 46204
Attn: DUA Claims

You will receive a faster response by filing online and/or faxing in your weekly forms.

I received a denial of state UI. Does that mean I will not receive any unemployment benefits? The federal government requires the Indiana Department of Workforce Development to process your request for state UI before processing the DUA request. Thus, you may receive a denial letter from state UI before receiving a determination regarding your DUA. If you filed for both state UI and DUA you will first receive a determination of state UI. If you are denied state UI, you will also receive a determination for DUA.

How soon will I know the status of my claim? Your claim will receive the highest priority. You can check the status of your UI claim online at www.in.gov/dwd and logging into your state UI account, or by calling 1-800-891-6499. If you qualify for DUA, you will first receive a denial of state UI and then a DUA approval letter.

Will I receive any paperwork after I have filed my claim? Yes, you will receive notification of your determination for both UI and DUA by the mail. You can check your UI status online via your account. If you qualify for DUA, you will first receive a denial of state UI and then approval of DUA.

How will I receive my benefits? All benefits are distributed via Indiana’s debit card program. Typically, you should receive your funds and Indiana debit card within 10 calendar days, sooner if you currently have an Indiana debit card. This debit card can be used at any VISA merchant and at your bank to withdraw funds – please see the flyer that arrives with your card for additional options and uses. The State uses a debit card so the funds can be automatically added to your card on a weekly basis for ease of use.

How much can I collect in weekly UI benefits? If you qualify and have filed the necessary forms on a weekly basis, the minimum you can collect is \$50.00 per week and the maximum is \$390.00 per week. The amount of payment is based on your previous earnings. The maximum number of weeks that benefits will be paid is 26 weeks.

How much can I collect in weekly DUA benefits? If you qualify and have filed the necessary forms on a weekly basis, the minimum you can collect is \$146.00 per week and the maximum is \$390.00 per week. The amount of payment is based on your previous earnings or your self-employed earnings. The maximum number of weeks that benefits will be paid is 26 weeks.

How is my benefit amount determined? If you have sufficient wages reported by your employer to set up a UI claim, your benefit amount will be determined based on those wages. If you are self-employed or you have insufficient wages to set up a UI claim, your benefit amount will be determined based on your prior year's tax return, pay stubs, or other means of income verification.

Can I be denied for UI benefits? Yes, you may not be eligible for UI benefits based on state law requirements. However, you may qualify for DUA benefits. If your application for UI benefits is declined, your application will be considered for DUA benefits.

Can I be denied for DUA benefits? Yes, if you take personal time away from your employer to deal with your damaged property or to assist others you will be denied benefits. There are other conditions that may result in denial of DUA. If you qualify for UI, you will not receive DUA.

How do I continue receiving UI or DUA benefits? You must continue to file your vouchers on a weekly basis to be eligible to receive benefits. If you are collecting UI, you must continue to look for suitable work.

Is there a waiting period to receive state UI benefits? Yes, state law requires a one-week waiting period before benefits can be provided.

Is there a waiting period for DUA benefits? No, the one-week waiting period only applies to state UI.